

## **ECONOMIC DEVELOPMENT MANAGER (815-01)**

SALARY: \$60,860.80 - \$88,150.40 annually, plus liberal fringe benefits.

Management Category III

Job description pending Civil Service Board Approval

### **THE POSITION**

This is responsible professional and supervisory work of considerable difficulty involving the planning, implementation and coordination of programs and activities for economic and business development activities in the City. This employee will also oversee the City's real estate development office.

An employee in this class supervises subordinate professional personnel engaged in a wide variety of business activities that may include any or all of the following: business development, expansion, retention and attraction duties; leasing space, negotiating sales prices, getting appraisals; real estate development; and/or neighborhood business district activities. The employee manages the day-to-day operations of the Real Estate Division and is also responsible for actively participating in a wide variety of hands-on economic development duties.

**NOTE:** The duties of this position will include all of those duties set forth in the official job description.

### **THE REQUIREMENTS**

1. Have successfully graduated from an accredited college or university with a Bachelor's Degree in marketing, economics, real estate, business or public administration, or a closely related field.
2. Have at least five (5) years of increasingly responsible professional experience in economic, business, or real estate development or a closely related field, including at least one (1) year of supervisory experience over subordinate professional personnel. Experience in attraction and retention of business enterprises is preferred. Depending upon the area(s) of major emphasis for this position, preference may be given for experience in one or more of the particular disciplines listed above. Additional qualifying work experience may be substituted on a year-for-year basis for the college education requirement. A Master's Degree in an appropriate field may be substituted for one (1) year of required experience.
3. Must possess a Florida Real Estate license or be licensed in another state and obtain Florida licensure within one (1) year from the date of appointment. A Florida Real Estate Brokers license and/or State Certified Appraisers license preferred. Possess a current and valid Florida driver's license or ability to obtain same.

### **THE EXAMINATION**

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify.

**NOTE:** ALL APPLICANTS MUST COMPLETE ATTACHED SUPPLEMENTAL APPLICATION, AS WELL AS THE STANDARD EMPLOYMENT APPLICATION.

### **HOW TO APPLY**

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance. Official City of Fort Lauderdale applications will be accepted and received at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3rd Floor, Fort Lauderdale, Florida, open continuously until sufficient applications have been received.

CITY OF FORT LAUDERDALE  
SUPPLEMENTAL EMPLOYMENT QUESTIONNAIRE FOR  
**ECONOMIC DEVELOPMENT MANAGER (815-01)**

Please answer ALL of the following questions. Answer all of these questions even though you may have already given some of this information on the Standard Employment Application form. Answer the questions on a separate sheet of paper.

NOTE: Resumes are welcome; however, you must still fully complete the Standard Employment Application and responses to these supplemental questions.

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1. Describe your experience in the attraction and retention of business enterprises. Give two specific examples that demonstrate your experience and success in this area. Include a description of your experience in personally contacting developers and businesses for these purposes.
2. What do you consider to be your most innovative idea/business approach in the economic development field?
3. Describe your experience in assisting developers businesses with alternative financing methods.
4. Describe your experience involving the acquisition, sale or lease of properties. Include your recommendations and your role in the transactions.
5. Describe you largest or most innovative project involving the acquisition, sale or lease of properties for the purpose of economic development.
6. Describe your supervisory experience over subordinate professional personnel. Indicate the length of your supervisory experience, number of people you supervised, and their job title(s) and responsibilities.